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ABSTRACT

This course content guide was developed in accordance with the Standards for Accreditation of Public Schools adopted by the Arkansas State Board of Education. The guide is offered as a framework upon which a curriculum can be built. Within the subject area and at each grade level, the content guide identifies skills at three instructional levels: basic, developmental, and extensions. The basic skills are those skills that all students must master and upon which the minimum performance test items are based. Extensions are suggested for those learners who have mastered the required basic and recommended developmental skills. Extensions stress the higher order thinking, processing, and problem-solving skills. These extensions suggest ways for the teacher to broaden student learning on a grade level without introducing more basic skills from subsequent grade levels. This guide outlines three courses: Exploratory Coordinated Career Education, and Coordinated Career Education I and II. Exploratory Coordinated Career Education includes the following topics: orientation and self-development, career exploration (interest areas and vocational assessment and career planning), and seeking employment. The following skills are identified for Coordinated Career Education I: leadership development; employment (seeking and maintaining employment, on-the-job competencies, wages and fringe benefits, career planning); personal finances; and civic and social responsibilities. Additional skills are identified for these topics for Coordinated Career Education II. (KC)

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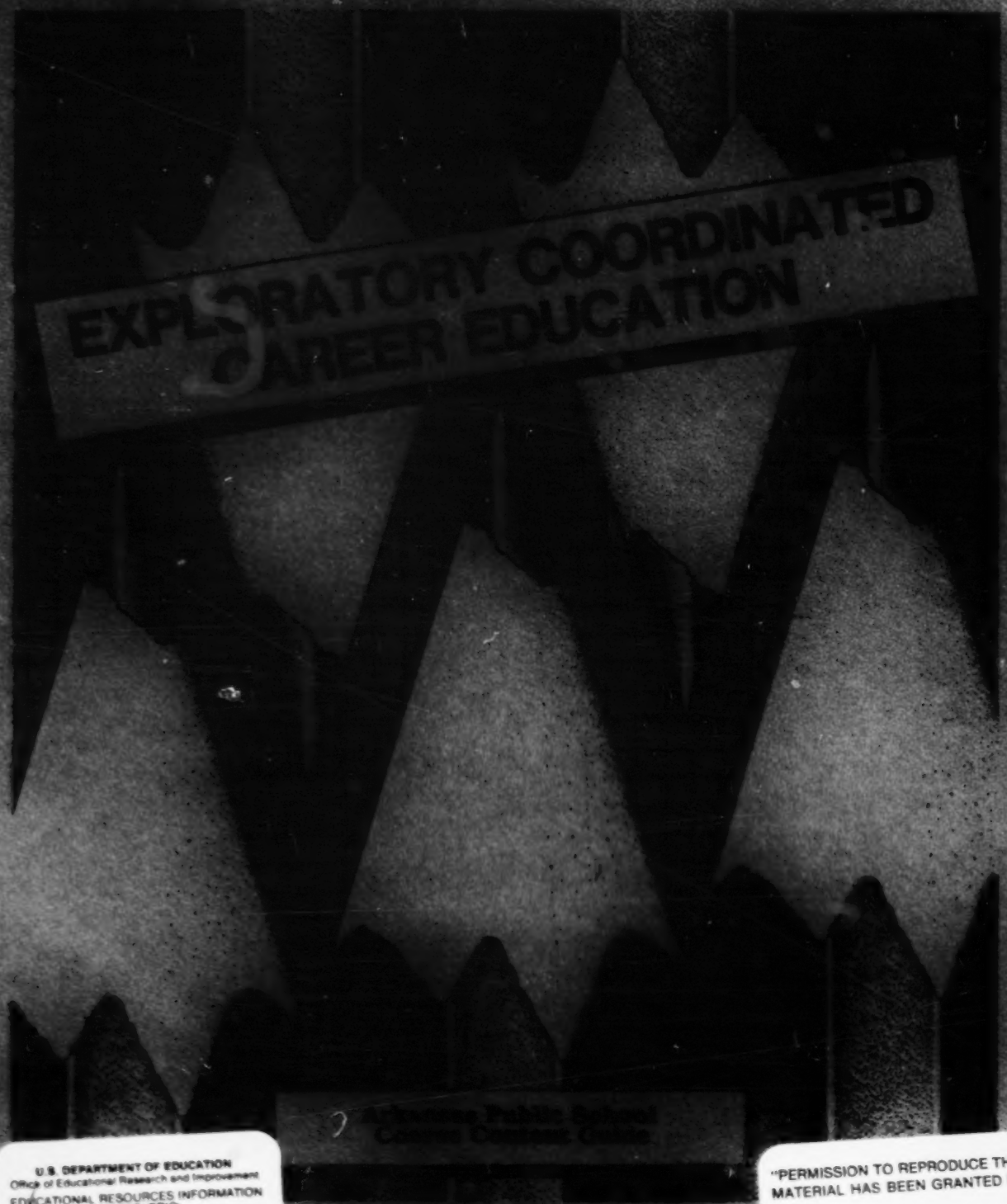

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INTRODUCTION

The STANDARDS FOR ACCREDITATION OF PUBLIC SCHOOLS, adopted by the Arkansas State Board of Education, required the development of these course content guides. The Standards also required that essential skills be identified for each course taught in the public schools of Arkansas. Committees of classroom teachers, curriculum specialists, principals, superintendents, staff members from institutions of higher education and Department of Education personnel jointly identified the skills included in each of the guides.

These guides are offered as a framework on which a curriculum can be built; they should not be considered the complete (only) curriculum of a school. After adopting the guides and after careful planning, the local staff should extend them by developing teaching plans, identifying resources, selecting presentation methods and coordinating evaluative techniques with skills to be taught. From these expansions of the course content guides, a more complete curriculum guide can emerge.

Within each subject area and at each grade level, skills have been identified at three instructional levels: basic, developmental and extensions. The basic skills are those skills which all students must master. They are also the skills on which the Minimum Performance Test items are based. A comprehensive guide should exceed minimum levels of expectation. Developmental skills and extensions are also included.

Extensions are suggested for those learners who have mastered the required basic and recommended developmental skills. Extensions stress the higher order thinking, processing and problem solving skills. These extensions suggest ways for the teacher to broaden student learning on grade level without introducing more basic skills from subsequent grade levels.

The nature of some subject areas requires sequencing of skills. In those subject areas, skills are sequenced by grade level. Sequencing in some subject areas is left to the discretion of the school district and teachers.

The Student Assessment/Minimum Performance testing program coordinates with the statement of basic skills in the course content guides. The Minimum Performance Test measures mastery of basic skills. Promotion from the eighth grade will depend upon mastery of the basic skills listed in the five course content guides for reading, mathematics, language arts, science and social studies.

No curriculum should be considered static. Updating of the guides should be a continuous process. Responses from educators will help determine when revision is needed.

The Department and the State Board of Education recognize the outstanding work of those professional educators who have contributed to the development of these guides. Without their help, this work could not have been accomplished.

Exploratory Coordinated Career Education

ORIENTATION AND SELF-DEVELOPMENT

ORIENTATION

Basic Skills

1. Identify course requirements.
2. Identify vocabulary related to Coordinated Career Education (CCE) program (list terms).
3. Identify purposes of Coordinated Career Education of Arkansas (CCECA) (see handbook).
4. Describe classroom safety and emergency procedures.

Developmental Skills

1. Participate in club activities.
2. Explain CCE and CCECA.
3. Identify student support services.

Extensions

1. Participate in state CCECA activities.
2. Chair a CCECA committee.

SELF-DEVELOPMENT

Basic Skills

1. Identify personal wants, needs and values.
2. Identify personal strengths and weaknesses.
3. List the steps in decision making.
4. Demonstrate active listening skills.
5. Exhibit a neat, clean appearance.

Developmental Skills

1. Complete a self-inventory.
2. Identify positive and negative attitudes about self.
3. Complete an interest inventory such as Arkansas Occupational Education Information System (AOEIS) or United States Employment Service (USES) Interest Inventory.
4. Accept constructive criticism.

Extensions

1. Chart personal goals.
2. Display a positive self-concept.
3. Display a willingness to learn.

CAREER EXPLORATION

INTEREST AREAS

Basic Skills

1. List reasons people work.
2. Identify two jobs within each interest area.
3. Define several types of sterotyping.

Developmental Skills

1. Describe traditional and non-traditional career opportunities.

Extensions

1. Complete a career consultation.

VOCATIONAL ASSESSMENT AND CAREER PLANNING

Basic Skills

1. Revise and update educational plan developed in Careers Orientation program.
2. Complete state vocational assessment requirements.
3. Identify individual vocational special needs.
4. Make a tentative choice of one or more career interest areas.
5. Participate in IEP/IWVP conference.

Developmental Skills

1. Discuss assessment results.
2. Investigate alternative routes to career choice.

Extensions

1. Schedule vocational training.
2. Conduct research and prepare a career notebook.

SEEKING EMPLOYMENT

FINDING A JOB

Basic Skills

1. Identify vocabulary associated with finding a job.
2. Respond to practice interview questions (see list of frequently asked questions).
3. Complete a simple job application.

Developmental Skills

1. Visit a personnel office.
2. Present a personal appearance appropriate for a job interview.
3. Prepare a personal data sheet.
4. Complete an application for a Social Security card.
5. Complete an ESD application form.
6. Complete a job lead card file.
7. Locate and interpret classified ads in newspapers.

Extensions

1. Simulate a job interview.
2. Identify sources of job information (agencies, individuals, media).
3. Respond to newspaper want ads.
4. Schedule a job interview by phone.
5. Describe proper post-interview procedures.

Coordinated Career Education I

LEADERSHIP DEVELOPMENT

ORIENTATION AND LEADERSHIP DEVELOPMENT

Basic Skills

1. Identify course requirements.
2. Identify vocabulary related to CCE program (see list).
3. Identify the purpose of Coordinated Career Education Education Chapters of Arkansas (CCECA).
4. Participate in club activities.

Developmental Skills

1. Explain CCE and CCECA.
2. Identify school student support services.

Extensions

1. Participate in state CCECA competition.
2. Participate in CCE promotional activities.
3. Conduct a business meeting.

EMPLOYMENT

SEEKING AND MAINTAINING EMPLOYMENT

Basic Skills

1. Identify vocabulary related to finding a job (see list).
2. Complete a job application form.
3. Respond to practice interview questions.
4. Participate in a job interview.
5. Describe proper post-interview procedures.
6. Present a personal appearance appropriate for a job interview.
7. Prepare a personal data sheet.
8. Complete personnel forms such as W4 and insurance.

Developmental Skills

1. Schedule a job interview by phone.
2. Respond to newspaper want ads.

Extensions

1. Identify sources of job information (agencies, individuals, media).
2. Write a letter of application.

ON THE JOB COMPETENCIES

Basic Skills

1. Exhibit a neat, clean appearance.
2. Exhibit courtesy while others speak.
3. Cooperate with employer by following rules at work.
4. Cooperate with fellow employees and supervisors.
5. Complete tasks assigned by employers.
6. Demonstrate how to: (a) call in sick (b) request time off.
7. Tell how to prevent accidents on the job.
8. State the steps to take when an accident or injury occurs.

Developmental Skills

1. Display a willingness to learn.
2. Accept constructive criticism.
3. Show respect for the rights and property of others.
4. Work without constant supervision.
5. Describe how to properly terminate a job.

Extensions

1. Display initiative and assume more responsibility than required.

WAGES AND FRINGE BENEFITS

Basic Skills

1. Tell when and how pay is received.

Developmental Skills

1. Complete wage and hour forms.
2. List standard payroll deductions.

Extensions

1. Identify fringe benefits of employment.

CAREER PLANNING

Basic Skills

1. Complete a self-inventory.
2. Identify positive and negative attitudes about self.
3. Complete interest inventories such as Arkansas Occupational Education Information System (AOEIS) and United States Employment Service (USES) Interest Inventory.
4. Participate in IEP/IWVP conference.

Developmental Skills

1. Chart or update personal goals.
2. Describe traditional and non-traditional career opportunities.

Extensions

1. Formulate an occupational choice.
2. Conduct research and prepare a career notebook.

PERSONAL FINANCES

MONEY MANAGEMENT

Basic Skills

1. Identify denominations and currency.
2. Count change correctly.

Developmental Skills

1. Tell how to open a bank account.
2. Complete personal income tax forms.

Extensions

1. Compare prices of goods and services.

CIVIC AND SOCIAL RESPONSIBILITIES

CIVIC RESPONSIBILITIES

Basic Skills

1. Participate in CCECA civic and public service.

Developmental Skills

1. Complete a voter registration form.
2. Mark a paper ballot or use a voting machine.

Extensions

1. Identify the functions of local government.

SOCIAL RESPONSIBILITIES

Basic Skills

1. Discuss the relationship between family and career.

Developmental Skills

1. Identify community agencies related to family planning and counseling.

Extensions

1. Discuss the financial responsibilities of maintaining a household.

Coordinated Career Education II

LEADERSHIP DEVELOPMENT

ORIENTATION AND LEADERSHIP DEVELOPMENT

Basic Skills

1. Identify course requirments.
2. Describe classroom safety and emergency procedures.
3. Serve on Coordinated Career Education Chapters of Arkansas (CCECA).

Developmental Skills

1. Participate in club activities.
2. Participate in state CCECA activities.
3. Participate in CCE promotional activities.

Extensions

1. Chair a CCECA committee.
2. Conduct a business meeting.

EMPLOYMENT

ON THE JOB COMPETENCIES

Basic Skills

1. Work without constant supervision.
2. Show respect for the rights and property of others.
3. Describe how to properly terminate a job.
4. List standard payroll deductions.
5. Complete wage and hour forms.
6. Discuss factors employers consider in promoting employees (see list).

Developmental Skills

1. Complete a complex job application form.
2. Write a letter of application.
3. Accept constructive criticism.
4. Diplay a willingness to learn.
5. Display initiative and assume more responsibility than required.
6. Identify fringe benefits of employment.

Extensions

1. Discuss the basic causes of dismissal from a job.
2. Write a resume.
3. State the relationship between on-the-job performance and employer's profit.

CAREER PLANNING

Basic Skills

1. Formulate an occupational selection.
2. Demonstrate job-specific skills related to a selected occupation.
3. Respond to newspaper want ads.
4. Discuss postsecondary education and available training options.
5. Participate in IEP/IWVP conference.
6. Update personal goals.

Developmental Skills

1. Discuss the importance of setting and achieving goals.
2. Discuss basic concepts involved in making career decisions.
3. Develop a plan of action to reach selected career goals.
4. Apply effective communication skills on the job.
5. Apply the principles of good interpersonal relations.
6. Describe the services offered by ESD.
7. Explain the benefits and obligations involved in contracting with a private employment agency.
8. Relate how a selected occupation is traditional or non-traditional.

Extensions

1. Conduct research and prepare a career notebook.
2. Discuss anticipated changes in the world of work (for example: changing jobs, changing careers, and resulting life style changes).

PERSONAL FINANCES

MONEY MANAGEMENT

Basic Skills

1. Define money management terms (see list).
2. Identify the basic steps in budgeting.
3. List the advantages and disadvantages of budgeting.
4. Prepare a simple personal budget.
5. Discuss advantages and disadvantages of banking.
6. Tell how to open a bank account.
7. Write a check.
8. Discuss the advantages and disadvantages of using credit.
9. Explain how to secure consumer protection service.
10. Describe where and how to purchase a money order.

Developmental Skills

1. Compare prices of goods and services.
2. Complete a credit application.
3. Discuss penalties of irresponsible banking.
4. Discuss penalties of irresponsible use of credit.

Extensions

1. Balance a checking and savings account.
2. Analyze reasons for acceptance or rejection of credit applications.
3. Reconcile a credit card statements.

TAXES

Basic Skills

1. Identify purposes of paying FICA and income taxes.
2. Locate sources of help in preparing tax forms.

Developmental Skills

1. Discuss taxpayer rights and responsibilities.
2. Complete simplified personal income tax forms.

Extensions

1. Secure a copy of reported earnings from the Social Security Administration.

SOCIAL AND CIVIC RESPONSIBILITIES

SOCIAL RESPONSIBILITIES

Basic Skills

1. Identify community agencies related to family planning and counseling.

Developmental Skills

1. Discuss the financial responsibilities of maintaining a household (see list).

Extensions

1. Discuss how social relationships can affect careers.

CIVIC RESPONSIBILITIES

Basic Skills

1. Mark a paper ballot or use a voting machine.
2. Complete a voter registration form.
3. Participate in CCECA civic and public service projects.

Developmental Skills

1. Identify functions of local government.
2. Complete registration for Selective Service.

Extensions

1. Volunteer for public service.
2. Discuss basic economic concepts: free enterprise, profit, factors of production, competition, productivity, economic decision-making.